



On-Line Credit Card Payment Process

Overview

The On Line Credit Card module is designed to allow ECF filers to pay filing fees interactively as part of the electronic filing process through the U.S. Department of the Treasury. After filing a document that requires a fee, the ECF filer is given the option to pay after each transaction or can choose to simply make one payment at the end of the day for all transactions. The steps outlined below guide you through the on-line payment process.

Step 1

Once you have completed the filing of a new case, or the filing of a motion that requires the payment of a fee (e.g., Motion for Relief From Stay), a pop-up window appears at which point you select the **Pay Now** option. **(Please ensure the pop-up blocker is turned off or you set it to allow the court's website to filter through.)*

Step 2

The next screen will ask for the following information.

- Select the appropriate Card Type (Visa, MC, Discovery, Amex, or Diner's Club) from the drop-down menu.
- Enter the card number
- Enter the security code (located on the back of your credit card).
- Enter the expiration date.
- Click **Continue with Plastic Card Payment**. (Note: You can cancel the transaction at any time by clicking the **Cancel** button.)

Step 3

After the **Payment Summary and Authorization** screen appears, confirm the following information:

- Amount of filing fee that will be charged to your account
- Enter an email address to receive a payment confirmation receipt (optional)
- Check the box that authorizes the court to charge the credit card account.
- Click Submit Payment.

Step 4

Print or **Save** a copy of your confirmation receipt to keep for your records.

If you prefer to pay your fees at the end of the day or inadvertently close out of the payment pop-up window, click the **Utilities** menu and select **Internet Payments Due** to pay your fees.